



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION **SUPPLY ASSISTANT** HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for providing supply support to the Department of Human Services. Reports to Supply Coordinator.

There are two (2) levels of Supply Assistant distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Performs responsible storeroom functions utilizing an automated inventory system to include material issuance, restocking, inventory control, verifying on-hand quantities, recommending reorder point settings, monitoring returns, and identifying obsolete stock for disposition.

Retrieves and distributes supplies via a pick ticket system and assists with the loading and unloading of supply deliveries; operates standard warehouse equipment such as a forklift, front-end loader, reach truck, order picker, and pick-up truck.

Initiates, prepares, submits and monitors agency supply orders, purchase requisitions, city print shop requests and Orders-of-Publication; reviews purchase invoices for accuracy and processes them for payment.

Assists with managing the agency motor vehicle fleet operation and ensuring preventive maintenance, repairs and inspections are performed.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Inventory Management – Thorough knowledge of stock and inventory recordkeeping to include safe, effective, and efficient handling and storage of stock, material, tools, and supplies.
- Customer Service – Considerable knowledge of principles and processes for providing customer service.

- Equipment Operation - Knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment. Knowledge of occupational hazards, safety precautions and safety regulations related to warehouse equipment operation.

REQUIRED SKILLS

- Judgment/Decision Making - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and courteous relationships with employees, managers, and representatives from other departments and organizations.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication - Ability to communicate ideas and proposals verbally and in writing effectively so others will understand. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.
- Mathematics - Ability to perform basic arithmetic and statistical calculations.

EDUCATION AND EXPERIENCE

Supply Assistant - Requires a high school diploma and 2 years of supply, stock, or warehouse experience, or an equivalent combination of education and experience.

Supply Assistant, Senior - Requires a high school diploma and 3 - 5 years of supply, stock, or warehouse experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Requires satisfactory results from a pre-employment medical evaluation.

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.

- Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, and toxic agents.